

PERFORMANCE EVALUATION PLAN
FOR
ICESat-2 Flight Laser Systems
CONTRACT NO. TBD
WITH TBD

CONCURRENCE:

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Date

APPROVAL:

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Date

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I. INTRODUCTION

This plan covers the administration of the award fee provisions of Contract *[To Be Determined (TBD)]*, dated *TBD*, with *TBD*. The purpose of this plan is to establish a general framework for evaluating the Contractor's performance. Accordingly, all fee determinations shall be based on the guidelines found herein. The plan is unilaterally established by the Government and may be revised at any time to redirect emphasis. The contract was awarded in accordance with the provisions of Request for Proposal (RFP) NNG10338284R.

The following matters, among others are covered:

- A. The contract provides for the design, development, fabrication, test and delivery of ICESat-2 space flight laser systems for the ICESat-2 Mission Launching in 2016. This contract contains NFS Clause 1852.216-77, "Award Fee for End Item Contracts," and the award fee determination each period is considered interim pending the final award fee determination made in the final evaluation period at contract completion.
- B. The period of performance is award through launch (January 2016). The performance incentives cover the on-orbit mission month 6 and conclude 60 months later.
- C. The estimated cost and maximum available award fee for performing this contract is specified in Clause B.1, "Estimated Cost and Award Fee." The maximum award fee percentage is *TBD* percent. The estimated cost and award fee are subject to equitable adjustments arising from changes or other contract modifications.
- D. Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. If applicable, a provisional award fee payment may be made to the Contractor each period after each month completed. The total amount of award fee available in an evaluation period that will be provisionally paid is limited to a percentage not to exceed 80 percent of the prior interim period's evaluation score.
- E. The Fee Determination Official (FDO) will determine the award fee payable periodically in accordance with this plan.
- F. The Government may unilaterally change this plan, as covered in Section V and not otherwise requiring mutual agreement under the contract, provided the Contractor receives notice of the changes 30-days prior to the beginning of the evaluation period to which the changes apply.
- G. The determination of the award fee earned is a unilateral decision made solely at the discretion of the government.
- H. The unearned award fee in any given period shall not be carried forward or "rolled-over" into subsequent periods.

II. ORGANIZATIONAL STRUCTURES FOR AWARD FEE ADMINISTRATION

The following organizational structure is established for administering the fee provisions of the contract.

A. Procurement Officer (PO)

1. The PO is located at the NASA/Goddard Space Flight Center (GSFC), in Greenbelt, Maryland.
2. The PO is the approval authority for any significant changes to this plan.

B. Fee Determination Official (FDO)

The FDO for this contract is the Director of the Flight Projects Directorate at NASA/GSFC. The FDO may designate an Alternate FDO when appropriate.

The primary FDO responsibilities are:

1. Establish the Performance Evaluation Board (PEB) and appoint the voting members of the PEB by memorandum.
2. Consider the PEB findings for each evaluation period and discuss it with the PEB chair and, if appropriate, with others such as the Contractor.
3. Determine the interim Award Fee earned and payable for each evaluation period as addressed in Section IV and ensure that the amount and percentage of award fee earned is commensurate with and accurately reflects the Contractor's performance. Any variance between the PEB recommendation and FDO determination must be justified and documented in the official contract file.
4. Issue and sign the award fee determination letter for the evaluation period, specifying the amount of award fee determined and the basis for that determination.
5. Approves changes proposed to the Performance Evaluation Plan (PEP) as addressed in Section V, as appropriate.

C. Performance Evaluation Board (PEB)

The PEB primary responsibilities of the Board are to:

1. Conduct ongoing evaluations of Contractor performance based upon Performance Monitor Reports and such additional performance information as may be obtained from the Contractor and other sources. The PEB will evaluate the Contractor's performance according to the standards and criteria stated in this performance evaluation plan.

2. Submit an award fee letter to the FDO for signature, which addresses the PEB's findings and recommendations for each evaluation period.
3. Recommend for approval by the FDO proposed changes in the performance evaluation plan and the PO for significant changes.

D. PEB Chairperson

The PEB Chairperson is Chief, Mechanical Systems Division at NASA Goddard Space Flight Center, Greenbelt, MD. The primary responsibilities of the PEB Chairperson are to:

1. Appoint non-voting members, if appropriate, to assist the PEB in performing its functions, e.g., a recording secretary.
2. Appoint performance monitors for the contract effort and assure that they are providing appropriate instructions and guidance.
3. Request and obtain performance information from other units or personnel involved in observing contractor performance, as appropriate.
4. Call on personnel from various organizational units to consult, as needed, with the PEB.
5. Assume responsibility for the actual preparation and approval of the award fee letter and other documentation such as PEB minutes.
6. Ensure the timeliness of award fee evaluations.
7. Recommend appropriate changes in this plan for consideration, as addressed in Section V.
8. Meet with the contractor during the evaluation period to provide preliminary performance feedback.

E. Contracting Officer's Technical Representative (COTR)

The COTR will be located at the NASA Goddard Space Flight Center in Greenbelt, MD.

The primary responsibilities of the COTR are to:

1. Receive and analyze the Monitor Evaluation Reports submitted by the Performance Monitors.
2. Monitor, evaluate, and assess Contractor performance.

3. Prepare the Contract Performance Summary Report for the Contracting Officer (CO).
4. Attend all PEB meetings, record the findings of the PEB, and prepare the award fee determination letter for the FDO's review and signature in coordination with the CO.
5. Complete the technical portion of the annual NF 1680, Evaluation of Performance.
6. Recommend appropriate changes in this plan for consideration, as addressed in Section V.

F. Performance Monitors

Performance Monitors will be designated by the PEB Chairperson to each performance area to be evaluated.

The primary responsibilities of the Performance Monitor are to:

1. Monitor, evaluate, and assess contractor performance in assigned areas and in accordance with this award fee plan.
2. Periodically prepare a Performance Monitor Report (PMR) for the PEB that will be submitted to the COTR, as described in Section II.E., or others as appropriate.
3. Recommend appropriate changes in this plan for consideration, as addressed in Section V.

G. Functional Monitor/Performance Evaluation Coordinator

The Functional Monitor (FM) will be the contract specialist or contracting officer who is responsible for Contract No. **TBD** at the NASA Goddard Space Flight Center in Greenbelt, MD.

The primary responsibilities of the FM are to:

1. Advise the PEB on Cost-Plus-Award-Fee rating standards, policies, and procedures and ensure the consistent application of Agency policy in these matters.
2. Receive and analyze the Performance Monitor Evaluation Reports submitted by the Performance Monitors via the assigned COTR.
3. Monitor, evaluate, and assess Contractor performance.
4. Consider changes to this plan and recommend those determined appropriate for presentation to the FDO.

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5. Attend all PEB meetings and assist the COTR in preparing all PEB correspondence for the FDO.

III. EVALUATION REQUIREMENTS

The applicable evaluation requirements are included as attachments to this Performance Evaluation Plan. They are as follows:

Attachment Title	Attachment
Evaluation Periods and Maximum Available Award Fee	A
Performance Areas and Evaluation Criteria	B
Technical Performance	B.1
Schedule Performance	B.2
Cost Control	B.3
Business Management Performance	B.4
Award Fee Grading Table	C
Actions and Schedules for Award Fee Determinations	D
General Instructions for Evaluation and Monitoring of Performance	E

The percentage weights indicated in Attachment B and the grading table in Attachment C are quantifying devices. Their sole purpose is to provide guidance in arriving at a general assessment of the amount of award fee earned. In no way do they imply an arithmetical precision to any judgmental determination of the contractor's overall performance and amount of award fee earned.

IV. METHOD FOR DETERMINING AWARD FEE

A determination of the award fee earned for each evaluation period will be made by the FDO within forty-five (45) calendar days after the end of the period. All fee determinations shall reflect the Government's assessment of the Contractor's progress and ability to meet the contract objectives. The final fee determination shall reflect the Government's assessment of the Contractor's performance against the terms and conditions of the contract requirements. Although award fee contracts are subjective in nature, the Government generally attempts to utilize objective and quantifiable measures to the greatest extent possible as a guide in assessing the Contractor's performance.

The method to be followed in monitoring, evaluating, and assessing contractor performance during the period, as well as for determining the award fee earned or paid, is described below. Attachment D summarizes the principal actions and schedules involved.

- A. The PEB Chairperson will ensure that a monitor is assigned for each performance evaluation factor to be evaluated under the contract. Monitors will be selected on the basis of their expertise relative to prescribed performance area emphasis. The PEB Chairperson may change monitor assignments at any time without advance notice to the contractor. The PEB Chairperson will notify the contractor promptly of all monitor assignments and changes.
- B. The PEB Chairperson will ensure that each monitor receives the following:
 - 1. A copy of this plan along with any changes made in accordance with Section V.
 - 2. Appropriate orientation and guidance.
 - 3. Specific instructions applicable to the monitors' assigned performance areas.
- C. Monitors will evaluate and assess contractor performance and discuss their observations with contractor personnel as appropriate, in accordance with the General Instructions for Evaluation and Monitoring of Performance, Attachment E, and the specific instructions and guidance furnished by the PEB Chairperson.
- D. Monitors will submit PMRs to the COTR within 15 days after the end of an evaluation period and, if required, make oral presentations to the PEB.
- E. The contractor may submit self-evaluation summaries to the FM/CO. The contractor shall submit self-evaluations no later than seven (7) calendar days following the end of a performance period. Contractor self-evaluations will be forwarded through the appropriate Performance Monitors, who will reconcile differences between their reports and the contractor self-evaluations prior to the PEB meeting. Such self-evaluation summaries will be included in the PEB package.

- F. Promptly after the end of each evaluation period, the PEB will meet to consider all the performance information it has obtained. At the meeting, the PEB will summarize its preliminary findings and recommendations for inclusion in the award fee letter and other documentation such as PEB minutes.
- G. The COTR, in coordination with the FM/CO, will prepare the award fee determination letter for the period, which will be reviewed by the PEB Chairperson and then submitted to the FDO for use in determining the award fee earned. The letter will include an adjectival rating and a recommended performance score with supporting documentation.
- H. The FDO will consider the recommendations of the PEB, information provided by the contractor, if any, and any other pertinent information in determining the amount of the award fee to be paid for the period. The FDO's determination of the amount of award fee earned and the basis for this determination will be stated in the award fee determination letter.
- I. The FM/CO shall notify the contractor in writing of the FDO's determination. The contractor may request a debriefing from the PEB Chairperson.
- J. The true quality of Contractor performance cannot be measured until the end of the contract, therefore, only the last evaluation is final. The total Award Fee pool available is subject to the final evaluation. Prior to the final evaluation, interim evaluations will be conducted to monitor performance as a means of providing feedback to the Contractor on the Government's assessment of the quality of its performance. The final evaluation will consider the Contractor's performance and will be evaluated against the PEP to determine the total earned Award Fee. The interim payments are superseded by the fee determination made in the final evaluation. The Government will then pay the Contractor, or the Contractor will refund to the Government, the difference between the final award fee determination and the cumulative interim fee evaluation payments.

V. CHANGING THE PERFORMANCE EVALUATION PLAN

A. Right to Make Unilateral Changes

The Government may unilaterally change any matters covered in this plan and not specifically identified as requiring mutual agreement under the contract, prior to the beginning of an evaluation period by providing timely notice to the contractor in writing at least 30 calendar days prior to the start of the relevant evaluation period. Significant changes to this Plan will require the approval of the Procurement Officer.

B. Steps to Change the PEP

The following is a summary of the principal actions involved in changing the PEP for an evaluation period (actions may be modified to reflect different approval or notification levels).

Action	Schedule
PEB members draft proposed revisions to PEP	Ongoing
PEP revisions submitted to FM/CO for drafting	Ongoing
FDO reviews and concurs on all revisions to PEP	45 days prior to the start of period
PO reviews and approves significant revisions to the PEP	45 days prior to the start of period
FDO/FM notifies the Contractor regarding revisions to the PEP	30 days prior to the start of period

C. Method for Changing Plan Coverage

The method to be followed for changing the PEP is described below:

1. Personnel involved in the administration of the fee provisions of the contract are encouraged to recommend plan changes with a view toward changing management emphasis, motivating higher performance levels, or improving the award fee determination process. Recommended changes should be sent to the FM/CO and COTR for PEB consideration and drafting.
2. Prior to the end of each evaluation period, the PEB will submit its recommended changes, if any, applicable to the next evaluation period for approval by the FDO with appropriate comments and justification. If the changes are considered to be significant by the FM/CO, then the revised plan must be sent to the Procurement Officer for approval after the FDO review/concurrence.

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3. No later than thirty (30) calendar days before the beginning of each evaluation period, the FM/CO will notify the contractor in writing of any changes to be applied during the next period. If the contractor is not provided with this notification, or if the notification is not provided within the agreed number of work days before the beginning of the next period, then the existing plan will continue in effect for the next evaluation period unless bi-lateral agreement is obtained.

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VI. ATTACHMENTS

ATTACHMENT A

EVALUATION PERIODS AND MAXIMUM AVAILABLE AWARD FEE

Period	Start Date	End Date	Maximum Available Award Fee
1	TBD	TBD	\$TBD
2	TBD	TBD	\$TBD
3	TBD	TBD	\$TBD
4	TBD	TBD	\$TBD
5	TBD	TBD	\$TBD
6	TBD	TBD	\$TBD
7	TBD	TBD	\$TBD
8	TBD	TBD	\$TBD

The above evaluation periods cover award fee evaluations up to spacecraft Launch plus 60 Days (January 2016).

On-orbit performance incentives will be covered in accordance with the RFP, Section B, Clause B.5 Performance Incentive (1852.216-88) (January 1977).

ATTACHMENT B

PERFORMANCE AREAS AND EVALUATION CRITERIA

The performance factors to be evaluated are identified below. The evaluation criteria for each factor are specified in the indicated section of this attachment.

Factor	Weight	Section
Technical Performance	30%	B.1
Schedule Performance	30%	B.2
Cost Control	25%	B.3
Business Management Performance	15%	B.4

B.1 Technical Performance

Factor Weight: 30%

Description of Factor: For each semi-annual evaluation period, the Contractor's technical performance will be assessed to determine if the work that has been performed meets the technical requirements of the Statement of Work (SOW), including a variety of subfactors related to how the work was accomplished, as indicated below:

Subfactors Considered for Evaluation:

1. Assessment of overall technical performance including ability to successfully perform all activities and manage internal work priorities across all functional areas in a manner that consistent with the priorities and goals of the program/project. The contractor will be assessed for their ability to anticipate and resolve problems, recover from delays, and their reaction time and appropriateness of response to changes. Also to be considered is the quality of technical reports and other required deliverables as outlined in the contract.
2. Assessment of the ability to meet the functional requirements and performance specifications of the contract.
3. Assessment of their subcontractors' technical performance. This will include the level of cooperation between all parties and the Contractor's ability to meet technical milestones and ensure quality technical performance from subcontractors.
4. Assessment of performance as measured against contract specific metrics, including the metrics contained the contractor's internal plans.
5. Assessment of the overall responsiveness, performance, usability and stability of the systems throughout the contract period of performance.

6. Assessment of the Contractor's ability to provide technical documentation and plans that are complete, accurate, and timely. This element includes formal Data Requirements Deliverables, major interface documents, program schedules, internal plans, and ad hoc workarounds, as needed.
7. Assessment of the Contractor's ability to identify risks; analyze their impact and prioritize them; develop and carry out plans for risk mitigation, acceptance, or other action; track risks and the implementation of mitigation plans; support informed, timely, and effective decisions to control risks and mitigation plans; and assure that risk information is communicated among all levels of the program.
8. Assessment of the Contractor's ability to maintain good communication within its organization and the Government and whether all problems, technical issues and changes were promptly reported to all concerned.
9. Assessment of their ability to provide staffing at appropriate skill levels to provide effective and efficient performance based services. The extent to which the Contractor has applied and retained competent and experienced personnel to assure successful and cost efficient performance. This element includes timely addition of staff to maintain the overall development schedule and the timely removal of staff to minimize program cost.
10. Assessment of the Contractor's ability to provide a safe work environment, including inspections and processes for accident and incident files, mishap reporting, and training. A major breach of safety consists of an accident, incident, or exposure resulting in a fatality or mission failure; or in damage to equipment or property equal to or greater than \$1 million; or in any "willful" or "repeat" violation cited by the Occupational Health and Safety Administration (OSHA) or by a state agency operating under an OSHA approved plan. The Contractor shall not earn any Award Fee in any interim evaluation period in which there is a major breach of safety and the overall maximum available award fee pool shall be reduced by the amount of the fee available for the evaluation period in which the major breach occurred.
11. Assessment of the Contractor's ability to provide adequate security. Security is the condition of safeguarding against espionage, sabotage, crime (including computer crime), or attack. A major breach of security may occur on or off Government installations, but must be directly related to work on this contract. A major breach of security is an act or omission by the Contractor that results in compromise of classified information; illegal technology transfer; workplace violence resulting in criminal conviction; sabotage; compromise or denial of information technology services; equipment or property damage from vandalism greater than \$250,000; or theft greater than \$250,000. The Contractor shall not earn any Award Fee in any interim evaluation period in which there is a major breach of security and the overall maximum available award fee pool shall be reduced by the amount of the fee available for the evaluation period in which the major breach occurred.

Basis for Measuring Performance: Using the above subfactors and a standard of reasonable performance for them, the Performance Monitors will prepare a report that addresses the above performance areas. On the basis of those evaluations, each semi-annual Performance Monitor Report (PMR) will be assigned a rating of "Excellent," "Very Good," "Good", "Satisfactory" and/or "Unsatisfactory," as specified in Attachment C, Award Fee Grading Table.

If an aspect of the effort is performed with less than reasonable expected competence or is outside of the contractual requirements, the PMR will characterize it as having major or minor impacts on overall performance in related areas and will describe any extraordinary circumstances relating to the contract performance. These impact statements will be used by the PEB to weigh the inclusion of specific issues in the award fee letter.

B.2 Schedule Performance

Factor Weight: 30%

Description of Factor: For each semi-annual evaluation period, the amount of award fee earned in this category will be based on evaluation of the Contractor's ability to meet specific contract deliverables/milestones. Prior to the beginning of each evaluation period, the Contractor will be provided with the specific major milestones and dates for each milestone. The contractor shall meet key program milestones and contractual delivery dates.

Subfactors Considered for Evaluation:

1. Assessment of the Contractor's ability to provide appropriate analysis and evaluation of alternative methods, processes, or procedures to accomplish overall requirements within schedule and budget.
2. Assessment of the Contractor's ability to meet their internal schedules.
3. Assessment of the quality and timeliness of technical reports and other required deliverables that have been requested/ordered as specified in the contract.
4. Assessment of the timely notification of schedule problems and recommended re-planning of work.

Basis for Measuring Performance: The Performance Monitors will prepare a report that addresses the associated schedule metric for which they were the technical monitor and assess compliance with each milestone and the established schedule. On the basis of those evaluations, each Performance Monitor Report will be assigned a rating of "Excellent," "Very Good," "Good", "Satisfactory" and/or "Unsatisfactory," as specified in Attachment C, Award Fee Grading Table. The PEB will give consideration to changed support requirements and/or other changes beyond the Contractor's control that impact schedule.

B.3 Cost Control

Factor Weight: 25%

Description of Factor: Cost Control is the manner in which the Contractor controls costs and manages financial resources. Cost Control includes the measure of the Contractor's success in controlling actual costs against the negotiated estimated cost of the contract.

The cost control award fee shall be based on how the Contractor's (and subcontractors) actual accrued costs, contained in the monthly NASA Form 533s, compare to the negotiated estimated cost of the contract. An assessment of actual technical work accomplished will be considered in the determination of the cost. The analysis of negotiated cost control will also give consideration to changed support requirements, changed statutory requirements, and/or changes beyond the Contractor's control, which impact contract costs.

The evaluation of cost control will utilize the following guidelines:

- Normally, the Contractor should be given an Unsatisfactory rating for cost control when there is a significant cost overrun within its control. However, the Contractor may receive a Satisfactory or higher rating for cost control if the overrun is insignificant. Award fee ratings should decrease sharply as the size of the overrun increases. In any evaluation of Contractor overrun performance, the Government will consider the reasons for the overrun and assess the extent and effectiveness of the Contractor's efforts to control or mitigate the overrun.
- The Contractor should normally be rewarded for an underrun within its control, up to the maximum award fee rating allocated for cost control, provided the adjectival rating for other award fee evaluation factors is Very Good or higher. An underrun will be rewarded as if the Contractor has met the estimated cost of the contract when the average adjectival ratings for all other factors is less than Good but greater than Unsatisfactory.
- The Contractor should be rewarded for meeting the estimated cost of the contract, but not to the maximum rating allocated for cost control, to the degree that the Contractor has prudently managed costs while meeting contract requirements. No award will be given in this circumstance unless the average adjectival rating for all other award fee evaluation factors is Satisfactory or higher.

Basis for Measuring Performance: Using the above subfactors and a standard of reasonable performance for them, the Performance Monitors will prepare a report that addresses the above performance metrics. On the basis of those evaluations, each semi-annual Performance Monitor Report will be assigned a rating of "Excellent," "Very Good," "Good," "Satisfactory" and/or "Unsatisfactory," as specified in Attachment C, Award Fee Grading Table.

B.4 Business Management Performance

Factor Weight: 15%

Description of Factor: Business Management is the manner in which the Contractor implements contract provisions. It includes personnel, inter-organizational interfaces, work flow, property and materials controls, and contract management. For each semi-annual evaluation period, business management performance is broadly assessed in meeting the business management requirements for the overall contract, as indicated below:

Subfactors Considered for Evaluation:

1. Contract Administration and Compliance – The Contractor will be evaluated on the overall administration of the contract. This will include accuracy and timeliness of all reporting requirements, timeliness of proposal submissions, overall compliance with all terms and conditions of the contract, and responsiveness to contract issues.
2. Contract Changes – The Contractor will be evaluated on responsiveness to requests for ROMs, NTEs, and change proposals. The evaluation will include the Contractor's submission of timely, complete proposals and cooperation in negotiating changes.
3. Financial Reporting – The Contractor will be evaluated on the extent to which NF533 Reports are accurate, timely and complete. The Contractor will also be evaluated on the extent to which financial systems are responsive to special analyses or quickly adjusted as a result of contract changes or program events.
4. Subcontract Management – The Contractor will be evaluated on the extent to which subcontracts are managed to ensure compliance with subcontract terms and conditions, subcontract and cost performance reporting, and overall business management. This includes the ability to monitor and forecast business trends that may ultimately impact overall contract performance as well as timely incorporation of subcontract changes. Technical performance of subcontractors will be evaluated under Technical Performance factor.
5. Responsiveness of Upper Management – The Contractor will be evaluated on the extent to which corporate staffing, strategies, policies, plans, procedures, and actions provide an effective context for the successful performance of the contract and its subcontracts. This includes effective and timely management actions in relationships or interfaces with all major team organizations including international aspects such as export control.
6. General Business Management - The Contractor will be evaluated on its local and corporate business management. This area will include an evaluation of the Contractor's overall ability and effectiveness in responding to management issues, identifying and correcting problems, and timeliness and accuracy of data.

7. Government Property – The Contractor will be evaluated on their ability to manage (control, use, preserve, protect, repair, maintain and report) all Government property in their possession (Contractor-acquired and Government-furnished) in accordance with the property clauses in the contract.
8. Subcontracting – The Contractor will be evaluated on their performance against the Small Business Subcontracting Plan goals and Small Disadvantaged Business Participation targets.
9. The Contractor's Mentor Protégé program will be assessed. The areas to be evaluated during each evaluation period include the following:
 - a. Specific actions taken by the Contractor to increase the participation of protégés as subcontractors and/or suppliers;
 - b. Specific actions taken by the Contractor to develop the technical and corporate administrative expertise of a protégé as defined in the agreement;
 - c. To what extent the protégé has met the developmental objectives in the agreement; and
 - d. To what extent the firm's participation in the Mentor Protégé Program resulted in the protégé receiving competitive contract(s) and/or subcontract(s) from private firms and agencies other than the mentor.

Basis for Measuring Performance: The Performance Monitors will prepare a report that addresses the above performance areas. On the basis of those evaluations, each Performance Monitor Report will be assigned a rating of "Excellent," "Very Good," "Good," "Satisfactory" and/or "Unsatisfactory," as specified in Attachment C, Award Fee Grading Table. For each applicable Subfactor, the Performance Monitor report will characterize it as having major or minor impacts on overall performance in related areas and will describe any extraordinary circumstances relating to the performance of the contract. These impact statements will be used by the PEB to weigh the inclusion of specific issues in the Award Fee Letter.

ATTACHMENT C

AWARD FEE GRADING TABLE

Adjectival Rating	Range of Performance	Description
Excellent	100-91	Contractor has exceeded almost all of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract as defined and measured against the criteria in the award-fee plan for the award-fee evaluation period.
Very Good	90-76	Contractor has exceeded many of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract as defined and measured against the criteria in the award-fee plan for the award-fee evaluation period.
Good	75-51	Contractor has exceeded some of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract as defined and measured against the criteria in the award-fee plan for the award-fee evaluation period.
Satisfactory	50	Contractor has met overall cost, schedule, and technical performance requirements of the contract as defined and measured against the criteria in the award-fee plan for the award-fee evaluation period.
Unsatisfactory	Less than 50	Contractor has failed to meet overall cost, schedule, and technical performance requirements of the contract as defined and measured against the criteria in the award-fee plan for the award-fee evaluation period.

Any factor receiving a adjectival rating of “Unsatisfactory” (less than 50) will be assigned a numerical score of Zero (0) for purposes of calculating the award fee amount to be earned (includes cost control). The Contractor will not be paid any award fee when the total award fee rating is "Unsatisfactory" (less than 50). In order to earn a total overall rating of "Excellent," the Contractor must be under cost, on or ahead of schedule, and be rated "Excellent" for Technical Performance.

ATTACHMENT D

ACTIONS AND SCHEDULES FOR AWARD FEE DETERMINATIONS

The following is a summary of the principal actions involved in determining the award fee for the evaluation periods. The PEB will establish lists of subsidiary actions and schedules as necessary to meet the schedule for principal actions.

Action	Schedule
PEB Chairperson and members appointed	Prior to first period and ongoing
PEB Chairperson appoints Performance Monitors and informs the Contractor	Prior to first period and ongoing
Monitors receive orientation and guidance	Prior to first period
Performance Monitors assess performance and discuss results with the Contractor	Ongoing
Performance Monitors submit performance reports to PEB	Not later than (NLT) 15 days after end of period
PEB meets to discuss performance reports and prepare preliminary findings and recommendations	NLT 30 days after end of period
PEB forwards findings and summary recommendations to FDO in the award fee letter	NLT 40 days after end of period
The FDO reviews and signs the award fee letter. CO forwards the award fee letter and executed contract modification to the Contractor	NLT 45 days after end of period
Award fee payment made to the Contractor via contract modification	NLT 60 days after end of period

ATTACHMENT E

GENERAL INSTRUCTIONS FOR EVALUATION AND MONITORING OF PERFORMANCE

1. Performance Monitors will prepare outlines of their assessment plans and coordinate them with the PEB Chairperson. Upon agreement with the PEB Chairperson, the Performance Monitor will discuss the plans with appropriate Contractor personnel to assure complete understanding of the evaluation and assessment process.
2. Performance Monitors will conduct all assessments in an open, objective, and cooperative manner so that a fair and accurate evaluation is obtained. This will ensure that both the Performance Monitor and the Contractor receive accurate and complete information from which to prepare assessments and to plan improvements in performance. Positive performance accomplishments will be emphasized just as readily as negative ones and extraordinary circumstances will be noted in reports.
3. Performance Monitors will discuss their assessments with the appropriate Contractor personnel, noting observed accomplishments, deficiencies, or unusual circumstances. This affords the Contractor an opportunity to clarify possible misunderstandings regarding areas of unsatisfactory performance and to correct or resolve deficiencies in a timely manner.
4. Performance Monitors will conduct their contacts and visits with Contractor personnel within the context of official contractual relationships. They will avoid activities or associations that might cause, or give the appearance of, a conflict of interest on either part.
5. Performance Monitor contacts with Contractor personnel will not be used to instruct, direct, or supervise or control these personnel in the performance of the contract. The role of the monitor is to monitor, assess, and evaluate, not to manage the Contractor's effort.
6. Performance Monitors will document their assessments of Contractor performance in their reports that they will submit to the PEB at the end of each evaluation period. Performance Monitors will be prepared to make verbal reports of their evaluations and assessments as required by the PEB Chairperson.